

Quick Reference Guide - Version 3.0

Application to Employ

Step	Action
1	Click on Bankruptcy > Motions/Applications .
2	Enter the case number - click Next .
3	Verify case number and debtor name(s) - Select Employ - click Next .
4	Bypass the Joint Filing with other Attorney(s) screen - click Next .
5	At Select the Party screen highlight the desired party <ul style="list-style-type: none"> • Select Debtor as party filer, or • If employing Trustee's Attorney or Professional select Trustee • Click Next
6	At attorney/party association screen, check box for correct association - click Next .
7	Was a Hearing Notice Filed with This Motion? Type "Y" or "N" as appropriate - click Next .
8	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
9	Enter Name of Person To Be Employed and Enter Type of Position
10	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.